

21 July 1970

OFFICE OF PERSONNEL MEMORANDUM NO. 20-12-13

SUBJECT : Tickler System for Employment Situations with Time Limitations

RESCISSION: OPM 20-12-5 dated 18 May 1967

1. A reporting system has been developed which will provide advance notice of the expiration dates of appointments or special situations which have time limitations and expiration (not-to-exceed) dates. These include reserve and temporary appointments, personal rank assignments, details in and out, leave without pay, and summer-only employees. The system has been designed to provide for the advance review necessary to assure a timely decision in each case. In this connection it should be emphasized that in the type of situations listed above, the not-to-exceed (NTE) date should always be included under Item 28 of the Form 1152, Request for Personnel Action.

2. The following information for each individual involved will appear in the reports produced by the system: serial number, name, location (headquarters, etc.), service designation, schedule and employee grade, position grade, office, type of employee, age, and longevity computation date (computed in years).

3. In addition to the above information, the following will be reported for the categories indicated:

Reserve and Temporary Employees: Entrance-on-duty and NTE date.

Personal Rank Assignees: Date placed in this category, NTE date, and the reason for the personal rank assignment.

Details In and Out and Employees on Leave Without Pay: Date placed in this status and the NTE date.

Summer-Only Employees: NTE date.

4. The report will be in six parts as shown below:

(a) Alpha master list, including all categories.

- (b) Alpha by grade, by category, by service designation.
- (c) Alpha by grade, by category, by office.
- (d) Alpha by NTE date, by category, by service designation.
- (e) Alpha by NTE date, by category, by office.
- (f) List of all inconsistencies (for example, cases continued beyond a specified NTE date); such cases will be followed up for appropriate corrective action.

5. The frequency of reports and the advance call-up dates for the various categories are shown below. These lists will include the names of employees whose expiration dates have been reached but on whom no action has been taken.

<u>Category</u>	<u>Frequency</u>	<u>Call-up Date</u>
Reserve and Temporary	Monthly	90 days prior to NTE date.
Personal Rank Assignees	Monthly	60 days prior to NTE date.
Leave Without Pay	Monthly	30 days prior to NTE date.
Details In and Out	Monthly	30 days prior to NTE date.
Summer-Only Employees	Monthly	NTE date.

(This last report will be produced monthly in the fall of the year until all summer-only employees have been separated.)

6. These lists will be provided on a regularly scheduled basis as outlined above to Staff Personnel Division, whose responsibility it will be to refer the lists to the appropriate administrative or Career Service officials and to ensure that proper action is taken.



Robert S. Wattles
Director of Personnel

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